

**LEMON GROVE CITY COUNCIL, LIGHTING DISTRICT BOARD, SANITATION DISTRICT
BOARD, AND LEMON GROVE SUCCESSOR AGENCY
AGENDA ITEM SUMMARY**

Item No. 2. A
Mtg. Date April 5, 2016
Dept. City Manager Office & Finance

Item Title: **Fiscal Year 2015-16 Mid-Year Budgets**

Staff Contact: Gilbert Rojas, Interim Finance Director

Recommendation:

Adopt resolution approving Fiscal Year 2015-16 Mid-Year Budgets and authorizing the replacement of the Principle Planner position with either an Associate Planner or Senior Planner position for the City of Lemon Grove.

Item Summary:

On June 2, 2015 the City Council adopted the Fiscal Year 2015-16 Consolidated Operating & Capital Budget for the City, Lighting District, Sanitation District, and Successor Agency. The staff report (**Attachment A**) addresses proposed midyear changes to the General Fund, General Reserve Fund, and the Gas Tax Fund.

Fiscal Impact:

None.

Environmental Review:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Not subject to review | <input type="checkbox"/> Negative Declaration |
| <input type="checkbox"/> Categorical Exemption, Section | <input type="checkbox"/> Mitigated Negative Declaration |

Public Information:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> None | <input type="checkbox"/> Newsletter article | <input type="checkbox"/> Notice to property owners within 300 ft. |
| <input type="checkbox"/> Notice published in local newspaper | <input type="checkbox"/> Neighborhood meeting | |

Attachments:

- A. Staff Report
- B. Resolution – Mid Year Budgets and Classification Change
- C. Exhibits

**LEMON GROVE CITY COUNCIL, LIGHTING DISTRICT BOARD, SANITATION DISTRICT
BOARD, AND LEMON GROVE SUCCESSOR AGENCY
STAFF REPORT**

Item No. 2. A

Mtg. Date April 5, 2016

Item Title: **Fiscal Year 2015-16 Mid-Year Budgets**

Staff Contact: Gilbert Rojas, Interim Finance Director

Discussion:

On June 2, 2015, the City Council adopted a City-wide Consolidated Operating & Capital Budget for Fiscal Year 2015-16. Since the budget was adopted, the revenues and expenditures for FY 2014-15 have been finalized and audited. In addition, staff has monitored the revenue projections for the first seven months of the Fiscal Year. Staff recommends that the City Council consider midyear modifications to the FY 2015-16 Budget.

General Fund & General Reserve Fund

The following table compares the adopted FY 2015-16 General Fund and General Reserve Budgets with the proposed midyear adjustments into the totals. The combined ending balance complies with City Council Resolution No. 3111 reserving a minimum of 25% of General Fund operating expenditures (\$2,979,000).

Fund	FY 2015-16	
	Adopted	Proposed
<u>General Fund</u>		
Balance Forward	\$ 2,257,600	\$ 2,891,349
Revenue	11,813,700	11,888,700
Expenditures	(11,917,100)	(11,964,600)
Transfers	393,800	349,300
Ending Balance	<u>\$ 2,548,000</u>	<u>\$ 3,164,749</u>
<u>General Reserve Fund</u>		
Balance Forward	\$ 1,242,900	\$ 1,343,435
Revenue	4,400	4,400
Expenditures	<u>(264,700)</u>	<u>(844,146)</u>
Ending Balance	<u>\$ 982,600</u>	<u>\$ 503,689</u>
<u>Total Combined Ending Balances</u>		
	\$ 3,530,600	\$ 3,668,438

Staff recommends that the General Fund revenues be increased in total by \$75,000. This entails an increase in the Vehicle License Fee (\$61,000), Franchise Fees (\$30,000), Building Permits (\$150,000), Transient Occupancy Tax (\$34,000) and a decrease in Sales Tax (\$200,000). All proposed changes are a result of the activity within the first seven months of the Fiscal Year.

Staff is also recommending the reinstatement of an Associate Planner/Senior Planner position in the Development Services department. The recent promotion of the Principal Planner to the Development Services Director has created the need to back fill the Director's former position. This position will fill and be funded by the vacant Principle Planner position. The qualifications of the applicant pool will determine the final classification of this position. The maximum annual cost to the City will be \$93,240. The General Fund has been and will continue to fund 50% of this cost.

An increase of \$45,000 to the City Attorney budget due to the unanticipated costs of dealing with code enforcement issues related to marijuana shops.

Due to a recent loss at the public works yard, staff recommends an additional \$2,500 in capital outlay to replace a flat screen television used for staff training, 12 tablets and tablet cases. This amount is below the City's insurance deductible to cover the loss.

Staff is recommending that the Transfer In for administrative costs from the Gas Tax Fund be eliminated this fiscal year due to the declining revenue in the Gas Tax Fund. We project that transferring these funds would cause the Gas Tax Fund to be in a deficit Fund Balance.

The General Reserve Fund Appropriations (Expenditures) should be increased in total by \$579,446. This would include the \$558,946 reimbursement to San Diego County RPTTF (Redevelopment Fund) which was an agreement with the State Department of Finance that the City Council approved in December, 2015. Staff is also recommending an increase to the Vacation Payoff (\$8,000) amount due to the larger then expected turnover rate for the first six months of the Fiscal Year. The City budgeted \$30,000 for an animal control vehicle, however the bids came in significantly higher then expected. Staff is requesting an additional \$30,000. There was \$17,500 set aside for the City Manager recruitment but, the cost of the recruitment was paid for from the professional services account within the General Fund. So this amount can be eliminated from the budget.

Gas Tax Fund

Revenue from the taxing of gasoline sales is down due to the low price of gasoline. Staff is recommending lowering revenue estimates in total by \$103,250. The elimination of the administrative cost from the General Fund will result in the Gas Tax Fund balance being projected at \$18,990.

The attached Exhibits further clarify the proposed changes.

Conclusion:

Staff recommends approval of the midyear adjustments and the appropriate Resolution.

RESOLUTION NO. 2016-_____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA
APPROVING THE CITY OF LEMON GROVE MID-YEAR BUDGET FOR FISCAL YEAR 2015-
2016 AND AUTHORIZING EXPENDITURES THERETO**

WHEREAS, on June 2, 2015 the City Council adopted Resolution No. 2015-3338 approving the Consolidated Budget for Fiscal Year 2015-16; and

WHEREAS, said Budget warrants revision to reflect new information regarding revenue and expenditure projections; and

WHEREAS, said Budget warrants revision to reflect actions taken by the City Council since its adoption that affect the budget; and

WHEREAS, the City Council has reviewed the proposed revisions.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lemon Grove, California hereby:

- 1.) Approves the Lemon Grove Fiscal Year 2015-16 Mid-Year Budget (Exhibit 1); and
Authorizes expenditures thereto;
- 2.) Approves the job description for the position of Associate Planner/Senior Planner.

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CITY OF LEMON GROVE

Class Title: Associate Planner
Department: Development Services

GENERAL PURPOSE

Under general supervision, performs a variety of professional planning functions; involving current and advance planning programs and special projects, and provides assistance to the Principal Planner and Development Services Director.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from Development Services Director and may be given direction by the Senior and Principal Planner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in implementing City Council's annual goals.
- Assist in the development and implementation of the City's General Plan objectives.
- Serve as project planner in current and advanced planning projects. Assist, review, analyze, and process applications for planning permits (e.g., subdivision use permits, variances, zone reclassifications and General Plan amendments).
- Conduct building plan and engineering permit reviews for compliance with zoning regulations and planning matters.
- Prepare and processes environmental review on proposed projects.
- Assist in the evaluation of environmental impact reports for accuracy and sufficiency and prepare reports and recommendations thereon.
- Assist in the preparation of grant applications and manages grants awarded.
- Participate in assisting the public at the front counter; receives, review and approve development applications and proposals, confer with and advise contractors, developers, architects, engineers and the general public.
- Assist in the development of City ordinances and policies relating to zoning and planning.
- Conduct field inspections, review development sites to ensure code compliance related to development requirements, recommend improvement and rehabilitations programs.
- Research and prepare written staff reports on planning matters including zonings, environmental impact reports, parcel maps, tentative subdivision maps, planned unit developments, conditional use permits, and variances.
- Prepare and conduct presentations and make recommendations and answer questions from the City Council, appointed groups, and the general public. Interpret City codes and ordinances
- Attend various committee meetings. Serve as liaison to the general public and outside organizations.
- Assist in the preparation of comprehensive planning documents.
- Instruct and check the work of less-experienced planning staff.
- Oversee the work of consultants; draft requests for proposals or qualifications; monitor consultant contracts and project budgets.
- Respond to issues and questions from the City Manager.

- Provide professional customer service.
- Coordinate with staff, appointed groups, consultants and the general public.
- Prepare graphics and research documents related to planning and economic development.
- Assist the Code Enforcement, Engineering, and Storm Water Divisions in zoning related matters.
- Write memoranda and correspondence as required.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE

Any combination equivalent to the education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Two years of experience in municipal planning or the equivalent.
- Bachelor's degree from an accredited college or university with major course work in Planning, Civil Engineering, Architecture, Landscape Architecture, or Public Administration.
- Other experience and education related to development projects and comprehensive planning documents is highly desirable.
- AICP is highly desirable.
- GIS experience is highly desirable.

LICENSES OR CERTIFICATION

Possession of a valid Class C California driver's license

KNOWLEDGE OF:

- Principles, practices and trends of public planning.
- Engineering drawing and topographic mapping.
- City, state, and federal laws and regulations pertaining to land use, environmental impact and municipal capital improvements.
- Methods and techniques of analysis, effective technical report preparation and presentation.
- Modern office procedures, methods and equipment, including computer equipment; and supporting software applications.

ABILITY TO:

- Collect, tabulate and compute planning statistics utilizing Microsoft Word and Excel and ArcGIS;
- Interpret, analyze, apply, implement and explain pertinent federal, state and local laws, codes and regulations including City codes and departmental policies and administrative directives;
- Utilize engineering and architectural scale to read plans;
- Conduct field inspections;
- Conduct planning and zoning related research;
- Present effective presentations before deliberative bodies such as a City Council;
- Establish and maintain effective working relationships with staff and the public;
- Communicate effectively in writing and orally;

- Provide excellent customer service; and
- Work in a multi-cultural environment and as a unifying team member.

TOOLS AND EQUIPMENT USED

Basic office equipment including: office telephone, personal computer, printer, digital camera, facsimile, and copier.

PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Requires frequent lifting, pulling, and/or pushing objects that are 20 pounds. Required to work at a computer for prolonged periods of time generating reports and documents. Frequently required to sit, stand, reach, lean, twist, turn, bend and kneel, use hands to finger, handle, grasp, feel or operate objects, sit for prolonged periods of time. Hear and speak to vendors, the general public and City staff on the telephone and in person. Read documents, specifications, reports, contracts, correspondence, memoranda, and other records. Requires vision (which may be corrected) to read small print often found on documents. Operate office equipment.

Work Environment

- Generally quiet office environment that can be fast paced;
- Field work may be required;
- May be exposed to inclement weather; and
- Travel from site to site, use of personal vehicle may be required.

GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council:



CITY OF LEMON GROVE

Class Title: Senior Planner
Department: Development Services

GENERAL PURPOSE

Under limited supervision, performs a variety of professional planning functions; involving current and advance planning programs and special projects, and provides assistance to the Principal Planner and Development Services Director.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from Development Services Director and may be given direction by the Principal Planner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in implementing City Council's annual goals.
- Assist in the development and implementation of the City's General Plan objectives.
- Serve as project planner in current and advanced planning projects. Assist, review, analyze, and process applications for planning permits (e.g., subdivision use permits, variances, zone reclassifications and General Plan amendments).
- Conduct building plan and engineering permit reviews for compliance with zoning regulations and planning matters.
- Prepare and process environmental review on proposed projects.
- Evaluate environmental impact reports for accuracy and sufficiency and prepare reports and recommendations thereon.
- Prepare grant applications and manages grants awarded.
- Participate in assisting the public at the front counter; receives, review and approve development applications and proposals, confer with and advise contractors, developers, architects, engineers and the general public.
- Assist in the development of City ordinances and policies relating to zoning and planning.
- Conduct field inspections, review development sites to ensure code compliance related to development requirements, recommend improvement and rehabilitations programs.
- Research and prepare written staff reports on planning matters including zonings, environmental impact reports, parcel maps, tentative subdivision maps, planned unit developments, conditional use permits, and variances.
- Prepare and conduct presentations and make recommendations and answer questions from the City Council, appointed groups, and the general public. Interpret City codes and ordinances
- Attend various committee meetings. Serve as liaison to the general public and outside organizations.
- Assist and prepare comprehensive planning documents.
- Supervise intern staff.
- Supervise Planning Division during Director's absence.
- Instruct and check the work of less-experienced planning staff; may provide work to others on a project basis.

- Oversee the work of consultants; draft requests for proposals or qualifications; prepare consulting agreements; monitors consultant contracts and project budgets.
- Respond to issues and questions from the City Manager, Council appointed groups.
- Provide professional customer service.
- Coordinate with staff, City Council, appointed groups, consultants and the general public.
- Prepare graphics and research documents related to planning and economic development.
- Assist the Code Enforcement , Engineering, and Storm Water Divisions in zoning related matters.
- Write memoranda and correspondence as required.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE

Any combination equivalent to the education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Five years of experience in municipal planning or the equivalent.
- Bachelor's degree from an accredited college or university with major course work in Planning, Civil Engineering, Architecture, Landscape Architecture, or Public Administration.
- A Master's degree from an accredited college or university with major course work in Planning, Civil Engineering, Architecture, Landscape Architecture, or Public Administration is highly desirable.
- Other experience and education related to development projects and comprehensive planning documents is highly desirable.
- AICP is highly desirable.
- GIS experience is highly desirable.
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LICENSES OR CERTIFICATION

Possession of a valid Class C California driver's license

KNOWLEDGE OF:

- Principles, practices and trends of public planning.
- Engineering drawing and topographic mapping.
- City, state, and federal laws and regulations pertaining to land use, environmental impact and municipal capital improvements.
- Methods and techniques of analysis, effective technical report preparation and presentation.
- Modern office procedures, methods and equipment, including computer equipment; and supporting software applications.

ABILITY TO:

- Supervise entry level staff;
- Collect, tabulate and compute planning statistics utilizing Microsoft Word and Excel and ArcGIS;

- Interpret, analyze, apply, implement and explain pertinent federal, state and local laws, codes and regulations including City codes and departmental policies and administrative directives;
- Utilize engineering and architectural scale to read plans;
- Conduct field inspections;
- Conduct planning and zoning related research;
- Present effective presentations before deliberative bodies such as a City Council;
- Establish and maintain effective working relationships with staff and the public;
- Communicate effectively in writing and orally;
- Provide excellent customer service; and
- Work in a multi-cultural environment and as a unifying team member.

TOOLS AND EQUIPMENT USED

Basic office equipment including: office telephone, personal computer, printer, digital camera, facsimile, and copier.

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The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Requires frequent lifting, pulling, and/or pushing objects that are 20 pounds. Required to work at a computer for prolonged periods of time generating reports and documents. Frequently required to sit, stand, reach, lean, twist, turn, bend and kneel, use hands to finger, handle, grasp, feel or operate objects, sit for prolonged periods of time. Hear and speak to vendors, the general public and City staff on the telephone and in person. Read documents, specifications, reports, contracts, correspondence, memoranda, and other records. Requires vision (which may be corrected) to read small print often found on documents. Operate office equipment.

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- Generally quiet office environment that can be fast paced;
- Field work may be required;
- May be exposed to inclement weather; and
- Travel from site to site, use of personal vehicle may be required.

GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council:

Exhibit 1

General Fund

Beginning Fund Balance	\$2,891,349
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Revenue

Original Budget	\$11,813,700
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Mid-Year Adjustments

Vehicle License Fee	61,000
Franchise Fees	30,000
Building Permits	150,000
Transient Occupancy Tax	34,000
Sales Tax	(200,000)
Total Mid-Year Adjustments	75,000

Total Revised Revenue Budget	\$11,888,700
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Expenditures

Original Budget	\$11,917,100
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Mid-Year Adjustments

City Attorney Code Enforcement	45,000
Public Works Capital Outlay	2,500
Total Mid-Year Adjustments	47,500

Total Revised Expenditure Budget	\$11,964,600
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Transfers

Original Budget	\$393,800
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Mid-Year Adjustments

From Gas Tax Fund for Administration	(44,500)
Total Mid-Year Adjustments	(44,500)

Total Revised Transfer Budget	\$349,300
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Ending Fund Balance	\$3,164,749
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Exhibit 1

General Fund Reserve

Beginning Fund Balance	\$1,343,435
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Revenue

Original Budget	\$4,400
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Mid-Year Adjustments

Total Mid-Year Adjustments	0
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Total Revised Revenue Budget	\$4,400
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Expenditures

Original Budget	\$264,700
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Mid-Year Adjustments

Pass Thru Payment to County	558,946
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Vacation Payoff	8,000
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Animal Control Vehicle	30,000
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City Manager Recruitment	(17,500)
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Total Mid-Year Adjustments	579,446
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Total Revised Expenditure Budget	\$844,146
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Ending Fund Balance	\$503,689
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Exhibit 1

Gas Tax Fund

Beginning Fund Balance	\$96,740
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Revenue	
Original Budget	\$825,300
<u>Mid-Year Adjustments</u>	
Section 2103	(79,250)
Section 2105	(10,300)
Section 2106	11,800
Section 2107	(25,500)
Total Mid-Year Adjustments	<u>(103,250)</u>
Total Revised Revenue Budget	<u><u>\$722,050</u></u>

Expenditures	
Original Budget	\$799,800
<u>Mid-Year Adjustments</u>	0
Total Revised Expenditure Budget	<u><u>\$799,800</u></u>

Transfers	
Original Budget	(\$44,500)
<u>Mid-Year Adjustments</u>	
To General Fund for Administration	44,500
Total Mid-Year Adjustments	<u>44,500</u>
Total Revised Transfer Budget	<u><u>\$0</u></u>

Ending Fund Balance	\$18,990
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